

Training Schedule for Personnel Programs
Division of Human Resources
Total Compensation Unit
2006

The following is the training schedule established for all training courses offered by the Division of Human Resources, Total Compensation Unit for the next six months. All training courses will be held at 1313 Sherman Street, Room 220 in Denver, unless otherwise noted. To reserve your seat, please contact the appropriate person listed below. Class size is limited and will be offered on a first-come, first-served basis. In the next six months, we anticipate converting part of the course curriculum to Internet, online e-learning. Please revisit this site to learn more about this exciting opportunity coming soon.

Fair Labor Standards Act (FLSA)

This training will guide HR professionals through the very basics of overtime compensation requirements established by the US Department of Labor. The training will help HR professionals understand state and federal law, guide departments on establishing and enforcing internal policies, and provide tips on what to do when US DOL sends a notice of an investigation. Classes are scheduled from 8:30 a.m. to 1:00 p.m. Questions regarding course content should be referred to Joi Simpson at 303.866.5496 or joi.simpson@state.co.us.

Tentative Schedule: July 2006

Family Medical Leave Act (FMLA)

This interactive training will guide the HR professional through the basic requirements for complying with FMLA standards. The training course includes discussion on eligibility; reasons for leave, defining serious health condition, employer requirements, and notification to employees, medical certification, restoration rights, and record keeping requirements. Classes are scheduled from 8:30 a.m. to 3:30 p.m. Questions regarding course content should be referred to Joi Simpson at 303.866.5496 or joi.simpson@state.co.us.

Tentative Schedule: October 2006

Job Evaluation

This 2-day course is geared toward human resource employees who perform job evaluation functions. The course covers the principles of job evaluation, the job evaluation system and factors used in evaluating jobs, the content of the position description questionnaire (PDQ), and several practical exercises in evaluating PDQ's. Classes are scheduled on an as needed basis and the following dates are tentatively scheduled and will go forward depending on the demand. All classes are scheduled from 9:00 a.m. to 4:00 p.m. Questions on course content should be referred to Don Fowler at 303.866.4250 or don.fowler@state.co.us.

Tentative Schedule: July & October 2006

Personal Services Contracts

PCP certification is offered for personal services contracts review. Both courses as described below are required for human resource employees seeking certification. Both courses have been updated to include information on recent changes made to the Personnel Director's Rules, Chapter 10 that went into effect July 1, 2005. Questions regarding course content should be referred to Joi Simpson at 303.866.5496 or joi.simpson@state.co.us.

Level I is basic training on personal services contracts. Topics include what you need to know to begin reviewing personal service contracts, the requirements for HR professionals, an overview of applicable statutes and Director's Rules, flow charts of the contract review process, and the basics for determining independent contractor status. Class is scheduled from 8:30 a.m. to 4:30 p.m.

Tentative Schedule: August 2006

Level II is advanced training focused on the required elements of cost comparisons and completion of the cost comparison form, as well as the appropriate application of pertinent statutes and Director's Rules. Class is scheduled from 9:00 a.m. to 3:00 p.m.

Tentative Schedule: September 2006